

November 22, 1999

INSPECTOR GENERAL INSTRUCTION 8000.3

SUBJECT: Office of the Inspector General, Department of Defense (OIG, DoD), World Wide Web (Web) Site Administration

References:

(a) Office of the Assistant Secretary of Defense (Command, Control, Communications and Intelligence) Web site Administration, Policies and Procedures, November 25, 1998

(b) OIG, DoD, Web Content Guidelines

(c) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996

(d) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," May 6, 1996

A. Purpose. This Instruction delineates the policy, assigns responsibility and prescribes procedures related to operating and maintaining an unclassified OIG Web site.

B. Applicability and Scope. This Instruction applies to all OIG components and to all unclassified OIG Web site authors who provide both publicly accessible information on the Internet and non-publicly accessible information on an Intranet.

C. Definitions. Terms used in this Instruction are defined in the Appendix.

D. Policy. It is OIG policy that:

1. The responsibility for accuracy, credibility and timeliness of Web content published on a Web site is delegated to each OIG component.

2. The use of Web sites is encouraged because they provide the OIG components with a means to convey information quickly and efficiently on a broad range of topics relating to OIG activities, objectives, policies and programs.

3. Content must be developed and published in accordance with OIG Web Content Guidelines (reference b).

4. Web content must reflect the mission of the OIG component.

5. The benefits gained by placing OIG Web content on a publicly accessible Web site must be weighed against the potential risk to the OIG and other DoD interests, such as national security, the conduct of Federal programs, the safety and security of personnel or assets, or individual privacy created by having electronically aggregated DoD information more readily accessible to a worldwide audience.

6. Each component Web author developing and maintaining Web content within an area of an OIG Web site will secure the user-ID and password used to access their content on a Web site.

7. Web content containing FOR OFFICIAL USE ONLY information or information not specifically approved for public release, information of questionable value to the general public, or

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information for which worldwide dissemination poses an unacceptable risk to the OIG or DoD, especially in electronically aggregated form, must not be available to the general public through any publicly accessible Web site.

8. Web content not in accordance with reference b or outside the scope of normal business operations must be reviewed and approved by the Web site, the Inspector General, Deputy Inspector General or their designees before such content is placed on a publicly accessible Web site.

9. A Component may only publish Web content that they originate or for which they are normally responsible.

E. Responsibilities

1. The **Inspector General, Deputy Inspector General or their designees** shall provide final approval for all Web content to be published on a publicly accessible Web site if the Web content varies from reference b or is outside the scope of normal business operations.

2. The **Information Systems Directorate (ISD), Office of Administration and Information Management (OA&IM)**, shall:

a. Designate a person, known as a Web site producer, to manage and administer a Web site.

b. Develop, maintain and publish the OIG Web Content Guidelines.

c. Procure, administer, operate and maintain all computer hardware and operating system software associated with providing a Web site server.

d. Create electronic mail address alias where an existing electronic mail address matches a current logon or account name of an OIG employee.

3. The **Web site producer** shall:

a. Procure, administer, operate and maintain all Web server software required to provide a Web site.

b. Provide guidance addressing the security and vulnerability of Web content on the Web site.

c. Conduct security assessments of all OIG Web sites, at least annually.

d. Perform technical review on all Web content that varies from reference b or is outside the scope of normal business operations and provide recommendations to the Inspector General, Deputy Inspector General or their designees.

e. Establish and maintain procedures for Web authors to post Web content to a Web site.

f. Provide Internet and Intranet technical support to Components.

g. Grant and monitor Web author access to a Web site. Web author access to a Web site may be revoked by the Web site producer because of failure to comply with OIG Web Content Guidelines or failure to adhere to professional standards within the OIG.

- h. Maintain and evaluate Web site usage logs.
 - i. Gather and analyze Web site performance data.
 - j. Ensure compliance with this Instruction.
4. The **OIG Component Heads** shall:
- a. Designate a person(s), known as a Web author, to develop, publish and maintain the OIG components' Web content.
 - b. Designate persons to:
 - (1) Ensure approved OIG and DoD security and privacy notices and applicable disclaimers are used on all Web content.
 - (2) Ensure all Web content placed on a publicly accessible Web site is approved for public release in accordance with references c and d and does not expose information or data that when electronically aggregated would expose national security, OIG or other DoD personnel and assets, mission effectiveness or the privacy of individuals to risk.
 - (3) Accomplish a regular functional and security review of Web content, at least quarterly. Reviews are to be documented and reported to the Web site producer.
 - (4) Ensure that Web site content is accurate, consistent, timely and supports the OIG components' mission.
5. The **Web authors** shall:
- a. Develop, publish and maintain Web content in accordance with reference b.
 - b. Before publishing, review and validate Web content with major commercial browsers, including the previous version of the browser.
 - c. Before publishing, obtain component head or designee approval for Web content.
 - d. Maintain backup copies of all Web content.

F. Procedures

- 1. OIG component heads or their designee(s), Web site producers and Web authors shall examine and verify Web content for sensitivity and distribution/release controls, including sensitivity of information in the aggregate before posting on a publicly accessible Web site.
- 2. OIG component heads or their designee(s) and Web authors shall review hyperlinks not less than quarterly to ensure continued support of the component's mission and availability. If a hyperlink to an external Web site is found to contain questionable or objectionable content, that is sexually explicit, gambling or hate-speech related, or promoting illegal or unethical activity, it is to be removed immediately.
- 3. Web authors shall ensure Web content is accessible by users with disabilities.
- 4. Web authors shall ensure Web content, posted to a publicly accessible Web site, is accessible by users with the previous version of current browser software.

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5. Web authors shall maintain Web content in a manner that conforms to the Hypertext Markup Language standard one level below the current approved technical specifications, as documented by the World Wide Web Consortium.

6. OIG component heads or their designee(s), Web site producers and Web authors shall examine and verify Web content for sensitivity and distribution/release controls, including sensitivity of information in the aggregate before posting on a Web site.

G. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

Joel L. Leson
Director
Office of Administration
and Information Management

1 Appendix - a/s

APPENDIX

DEFINITIONS

- a. **Browser.** Computer software used to access Web content on the Internet.
- b. **Web content.** A collection of Hypertext Markup Language-coded text, clip art, hypertext links, images, sound, and/or video clips.
- c. **Hyperlink.** An area of Web content that, when activated by a user, transfers the user to other Web content within a Web site or to Web content in another Web site.
- d. **Hypertext Markup Language.** A standard maintained by the World Wide Web Consortium for the presentation of Web content by a browser.
- e. **Intranet.** An Internet without access to the general public.
- f. **Internet.** The loosely connected worldwide collection of computer systems that uses a common set of communications standards to send and receive electronic information.
- g. **Web site.** A collection of information organized into a number of Web documents related to a common subject or set of subjects, including the "home page" and the linked subordinate information.
- h. **World Wide Web or Web.** The subset of the Internet capable of providing the public with user-friendly, graphics-based, multi-media access to information on the Internet. A means for storing and linking Internet-based information in all multi-media formats. Navigation is accomplished through a set of linked documents that may reside on the same computer or on computers located throughout the world.